

DEPARTMENT OF SOCIAL SERVICES

744 P STREET, SACRAMENTO, CALIFORNIA 95814



July 19, 1999

ALL-COUNTY INFORMATION NOTICE NO.I-45-99

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CHILD CARE COORDINATORS

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☒ Clarification Requested by One or More Counties
- ☐ Initiated by CDSS

SUBJECT: CHILD CARE MONTHLY REPORT (CW 115)

REFERENCE: ACL #98-30, May 5, 1998

In response to counties' questions, this letter clarifies the CW 115, Child Care Monthly Report, and the instructions for that report. We have inserted the corresponding section of the CW 115 into the text below to identify each data element being described.

Families and Children - Items 1 and 2

The CW 115 identifies Item 1 as "Number of Stage 1 families *receiving* child care in report month." The instructions describe Item 1 as "Number of Stage 1 families for which child care *payment was made* in report month." Similar differences exist for Item 2 (regarding number of children).

For Items 1 and 2, the counties should report the number of families and children for whom *payments were made* during the report month, regardless of when the services were provided. The number of families and children for whom payments were made in the report month will include all families and children in Stage One, including:

- Families whose situations have not stabilized, and
- Families waiting to transfer into Stage 2 or 3 (Item 5).

All families and children receiving Stage 1 child care on the last day of the month should be counted in Items 1 and 2. *The number of families in Item 1 should never exceed the number of children in Item 2.*

County Welfare Directors
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Stage 1 Child Care	Total (a)	Welfare- to-Work (b)	Cal-Learn (c)	No Longer on Aid (d)
1. Number of Stage 1 families receiving child care in report month.	1	2	3	4
2. Number of Stage 1 children receiving services in report month.	5	6	7	8
A. License-exempt	9	10	11	12
B. Licensed	13	14	15	16

Expenditures – Item 3

For Item 3, the counties should report the expenditures actually paid to providers for Stage 1 child care in the report month, regardless of when the services were provided. The amounts expended on license-exempt child care and licensed child care equal the total expenditures. Report whole numbers only. For values of \$.50 and above, round the number up to the next whole number. For values of \$.49 and below, round the number down to the next whole number.

Stage 1 Child Care	Total (a)	Welfare- to-Work (b)	Cal-Learn (c)	No Longer on Aid (d)
3. Total expenditures for Stage 1 children receiving services [A.+ B.]	17 \$	18 \$	19 \$	20 \$
A. License-exempt	21 \$	22 \$	23 \$	24 \$
B. Licensed	25 \$	26 \$	27 \$	28 \$

Children Transferred – Item 4

Item 4 requests the *actual* number of "Children transferred from Stage 1 to Stage 2 or 3 in report month." Item 4 does not duplicate the number of children "*waiting* to be transferred from Stage 1 to Stage 2 or 3" (Item 5). Counties should report the children for whom payments were made who were in Stage 1 child care on the *last day* of the *previous month* and who:

- Were in Stage 2 or 3 child care on the *last day* of the *report month*; or
- Transferred to Stage 2 or 3 on the *first day* of the *report month*.

Stage 1 Child Care	Total (a)	Welfare- to-Work (b)	Cal-Learn (c)	No Longer on Aid (d)
4. Children transferred from Stage 1 to Stage 2 or 3 in report month.	29	30	31	32

Children Waiting to be Transferred – Item 5

Item 5 requests the "Total Stage 1 children *waiting* to be transferred to Stage 2 or 3." Counties should report the number of children for whom Stage 1 payments were made in the report month who could **not** be transferred to Stage 2 or 3 during the report month. The reasons why children could not be transferred could include lack of space, as well as families the county chooses to hold in Stage 1 because of the existence of Stage 2 program regulations and/or agency policy that would disadvantage the family. This count reflects all children the county has determined as in a "stable" situation and ready to transfer to Stages 2 or 3 for any reason.

Stage 1 Child Care	Total (a)	Welfare- to-Work (b)	Cal-Learn (c)	No Longer on Aid (d)
5. Total Stage 1 children waiting to be transferred to Stage 2 or 3.	33	34	35	36

Good Cause – Items 6 and 7

Item 6 requests the "Total number of children who did not receive child care in report month resulting in their parent(s) being *exempt* from work participation requirements." Counties should report the number of children under age 11 whose parents did not participate in a work activity in the report month because they had **good cause** (not exempt) **due to lack of child care**. There should not be a child care payment made for these children.

In **Item 7** (Items 7A through 7E) counties provide an *unduplicated* count of the number of children who did not receive child care for each of the reasons listed. The count in 7A through 7E should reflect only the individual children whose parents have good cause for not participating in work activities due to lack of child care. In cases where there is more than one reason per child, the county should choose the primary reason. The sum of Items 7A through 7E **is equal to** Item 6.

Stage 1 Child Care	Total (a)
6. Total number of children who did not receive child care in report month resulting in their parent(s) being exempt from work participation requirements. Do not include children ages 11 and 12 in this total.	37
7. Reason Child Care was not received during report month. Enter the number of children ages 0 to 10 . Enter the number of children in each line item.	
A. No funding available for children ages 0 – 10	38
B. No providers available [B.1) + B.2]]	39
1) For children under 2 years of age	40
2) For children ages 2–10	41
C. No providers offering child care during nontraditional hours	42
D. Transportation not available	43
E. Other	44

Other – Items 7 and 8

An “**Other**” category is provided in both Items 7 and 8 to count the number of children who did not receive child care during report month. When a county enters a number in 7E “Other” and/or 8C “Other” indicating that child care was not received for reasons other than those listed in 7A-D, and/or 8A-B, the county must provide a corresponding explanation of the situation that gave the family good cause for not participating in work activities (for 7E), and/or why the child care was not received for children ages 11 and 12 (for 8C), either in the “Comments” section of the CW 115 or on an attachment.

If there is a child who **did not** receive child care during the month due to a special medical need, the county should report this count in the “Other” category in either 7E or 8C depending on the child’s age and include an explanation either in the “Comments” section of the CW 115 or on an attachment. In the future, we may consider collecting data for special needs children as its own item/category.

Other Questions

No Longer on Aid

“No Longer on Aid” refers to those clients no longer receiving CalWORKs cash grants. We have learned that some counties count a person “on aid” if they are receiving **any assistance** such as Food Stamps, Medi-Cal, etc., which would inaccurately reflect the numbers reported each month in the various “aided/No Longer on Aid” categories in Items 1 through 5.

Definition of Family

We have been asked to define “family” as it is used in the CW 115: it is the same as the Assistance Unit (AU). For example, if two unmarried adults with a child in common are living together, they would be counted as one AU. However, two unmarried adults living together with separate children would be counted as two AUs (EAS Chapter 82-800).

Diversion Families

Families receiving Diversion Services cannot receive Stage 1 child care. Child care may be provided in Stage 3, or in Stage 2.

County Responsibilities

As a reminder, it is the county’s responsibility to be sure the CW 115 is complete without any blank data cells, and that it is submitted each month on a timely basis to the California Department of Social Services, Data Operations Branch. It is important to remember that the funding for child care services is determined by the data collected on the CW 115. If the county is unable to capture data for any portion of the report (e.g., due to a computer tracking issue), an explanation including its expected duration is required in the “Comments” section.

If a county has contracted Stage 1 child care with an alternative payment provider (APP) agency, it is the county’s responsibility to ensure that the APP supplies data

where appropriate. Those counties who have contracts with APPs are requested to add the APP contacts and phone numbers in the "Comments" section.

Edits

Counties have requested that a list of the edits be developed and distributed that explain the relationships between the data cells. This list is attached and shows when the sum of several cells must be equal to, greater than, or less than, another cell. Counties may want to check each of the edits before submitting the report to the California Department of Social Services. If you have any further questions regarding the completion of the CW 115, please contact Katie Girimonte at (916) 322-9819. Program related questions should be directed to your Child Care County Analyst at (916) 657-2144.

Sincerely,

***Original Document Signed By
M.S. Howland on July 19, 1999***

M.S. Howland, Deputy Director
Program Planning and Performance Division

Enclosure

c: CalWORKs Child Care Stage One Contractors

EDITS FOR THE CalWORKS CHILD CARE MONTHLY REPORT CW 115

The following list of edits is provided to assist you in checking the numbers on your county report before you submit it to the Data Operations Branch of the California Department of Social Services.

A. Cell (1) = cells (2 + 3 + 4)

Stage 1 Child Care	Total (a)	Welfare- to-Work (b)	Cal-Learn (c)	No Longer on Aid (d)
1. Number of Stage 1 families receiving child care in report month	¹	²	³	⁴

The total number of Stage 1 families for whom payments were made during the report month **is equal to** the Stage 1 Welfare-to-Work, Cal-Learn, and No Longer on Aid families for whom payments were made during the report month for Stage 1 child care:

- (Total [column (a), cell (1)] = Welfare-to-Work [column (b), cell (2)] + Cal-Learn [column (c), cell (3)] + No Longer on Aid [column (d), cell (4)]).

B. Cell (5) = cells (6 + 7 + 8)

Stage 1 Child Care	Total (a)	Welfare- to-Work (b)	Cal-Learn (c)	No Longer on Aid (d)
2. Number of Stage 1 children receiving services in report month	⁵	⁶	⁷	⁸

The total number of Stage 1 children for whom payments were made during the report month **is equal to** the Stage 1 children whose parents are in the categories of Welfare-to-Work, Cal-Learn, and No Longer on Aid for whom payments were made during the report month for child care:

- (Total [column (a), cell (5)] = Welfare-to-Work [column (b), cell (6)] + Cal-Learn [column (c), cell (7)] + No Longer on Aid [column (d), cell (8)]).
- The number of children should be an unduplicated count in Item 2.

- C. Cell (5) \geq cell (1)
 Cell (6) \geq cell (2)
 Cell (7) \geq cell (3)
 Cell (8) \geq cell (4)

Stage 1 Child Care	Total (a)	Welfare- to-Work (b)	Cal-Learn (c)	No Longer on Aid (d)
1. Number of Stage 1 families receiving child care in report month	1	2	3	4
2. Number of Stage 1 children receiving services in report month	5	6	7	8

The number of Stage 1 children for whom payments were made during the report month **is greater than or equal to** the total number of families for whom payments were made during the report month for each of the columns. *The number of families in Item 1 should never exceed the number of children in Item 2:*

- Total Stage 1 children [column (a), cell (5)] \geq Total Stage 1 families [column (a), cell (1)];
- Total Welfare-to-Work children [column (b), cell (6)] \geq Total Welfare-to-Work families [column (b), cell (2)];
- Total Cal-Learn children [column (c), cell (7)] \geq Total Cal Learn families [column (c), cell (3)]; and
- Total No Longer on Aid children [column (d), cell (8)] \geq Total No Longer on Aid families [column (d), cell (4)].

- D. Cell (9) = cells (10 + 11 + 12)
 Cell (13) = cells (14 + 15 + 16)

Stage 1 Child Care	Total (a)	Welfare- to-Work (b)	Cal-Learn (c)	No Longer on Aid (d)
2. Number of Stage 1 children receiving services in report month	5	6	7	8
A. License-exempt	9	10	11	12
B. Licensed	13	14	15	16

The number of Stage 1 children for whom payments were made for license-exempt child care during the report month **is equal to** the number of Stage 1 children for whom payments were made for license-exempt care during the report month for each of the columns:

- Total License-exempt children [column (a), cell (9)] = Welfare-to-Work License-exempt [column (b), cell (10)] + Cal-Learn License-exempt [column (c), cell (11)] + No Longer on Aid License-exempt [column (d), cell (12)].

Likewise, the number of Stage 1 children for whom payments were made for licensed child care during the report month **is equal to** the total number of Stage 1 children for whom payments were made for licensed child care during the report month for each of the columns:

- Total Licensed children [column (a), cell (13)] = Welfare-to-Work Licensed [column (b), cell (14)] + Cal-Learn Licensed [column (c), cell (15)] + No Longer on Aid Licensed [column (d), cell (16)].

E. Cell (17) = cells (18 + 19 + 20)

Cell (21) = cells (22 + 23 + 24)

Cell (25) = cells (26 + 27 + 28)

Stage 1 Child Care	Total (a)	Welfare- to-Work (b)	Cal-Learn (c)	No Longer on Aid (d)
3. Total expenditures for Stage 1 children receiving services [A.+ B.]	17 \$	18 \$	19 \$	20 \$
A. License-exempt	21 \$	22 \$	23 \$	24 \$
B. Licensed	25 \$	26 \$	27 \$	28 \$

The total Stage 1 expenditures actually paid for Stage 1 child care in the report month **are equal to** the expenditures actually paid for license-exempt and licensed child care during the report month regardless of when the services were provided:

- Total Stage 1 expenditures [column (a), cell (17)] = Welfare-to-Work [column (b), cell (18)] + Total Cal-Learn [column (c), cell (19)] + Total No Longer on Aid [column (d), cell (20)].

Likewise, for the license-exempt and licensed rows (A and B), the total Stage 1 expenditures actually paid for the categories of Welfare-to-Work, Cal Learn, or No Longer on Aid in the report month **are equal to** the expenses actually paid in each of those categories:

- Total Stage 1 License-exempt expenditures [column (a), cell (21)] = Welfare-to-Work License-exempt [column (b), cell (22)] + Cal-Learn License-exempt [column (c), cell (23)] + Total No Longer on Aid License-exempt [column (d), cell (24)]; and
- Total Stage 1 Licensed expenditures [column (a), cell (25)] = Welfare-to-Work Licensed [column (b), cell (26)] + Cal-Learn Licensed [column (c), cell (27)] + Total No Longer on Aid Licensed expenditures [column (d), cell (28)].

F. Cell (17) = cells (21 + 25)

Cell (18) = cells (22 + 26)

Cell (19) = cells (23 + 27)

Cell (20) = cells (24 + 28)

Stage 1 Child Care	Total (a)	Welfare- to-Work (b)	Cal-Learn (c)	No Longer on Aid (d)
3. Total expenditures for Stage 1 children receiving services [A.+ B.]	17 \$	18 \$	19 \$	20 \$
A. License-exempt	21 \$	22 \$	23 \$	24 \$
B. Licensed	25 \$	26 \$	27 \$	28 \$

The total Stage 1 expenditures actually paid for Stage 1 child care in the report month **are equal to** the license-exempt and licensed expenditures actually paid for Stage 1 child care during the report month:

- Total Stage 1 expenditures [column (a), cell (17)] = Total License-exempt expenditures [column (a), cell (21)] + Total Licensed expenditures [column (a), cell (25)].

Likewise, for columns (b), (c), and (d), the total expenditures actually paid in the categories of Welfare-to-Work, Cal Learn, or No Longer on Aid in the report month **are equal to** the total expenditures actually paid for license-exempt and licensed child services for children whose parents are in each of those categories:

- Total Welfare-to-Work expenditures [column (b), cell (18)] = Welfare-to-Work License-exempt [column (b), cell (22)] + Welfare-to-Work Licensed [column (b), cell (26)];
- Total Cal-Learn expenditures [column (c), cell (19)] = Cal-Learn License-exempt [column (c), cell (23)] + Cal-Learn Licensed [column (c), cell (27)]; and
- Total No Longer on Aid [column (d), cell (20)] = No Longer on Aid License-exempt [column (d), cell (24)] + No Longer on Aid Licensed [column (d), cell (28)].

G. Cell (29) = cells (30 + 31 + 32)

Stage 1 Child Care	Total (a)	Welfare- to-Work (b)	Cal-Learn (c)	No Longer on Aid (d)
4. Children transferred from Stage 1 to Stage 2 or 3 in report month	29	30	31	32

The total number of “children transferred from Stage 1 to Stage 2 or 3 in report month” **is equal to** the number of children for whom payments were made for Welfare-to-Work, Cal-Learn, and No Longer on Aid. Counties should report the children for whom payments were made who were in Stage 1 child care on the *last day* of the *previous month* and who:

- Were in Stage 2 or 3 child care on the *last day* of the *report month*; or
- Transferred to Stage 2 or 3 on the *first day* of the *report month*.

- Total number of children [column (a), cell (29)] = Welfare-to-Work children [column (b), cell (30)] + Cal-Learn children [column (c), cell (31)] + No Longer on Aid children [column (d), cell (32)].

H. Cell (33) = cells (34 + 35 + 36)

Stage 1 Child Care	Total (a)	Welfare- to-Work (b)	Cal-Learn (c)	No Longer on Aid (d)
5. Total Stage 1 children waiting to be transferred to Stage 2 or 3	33	34	35	36

The total number of children remaining in Stage 1 on the last day of the month who should be transferred to Stage 2 or 3 **is equal to** the number of children whose parents are in Welfare-to-Work, Cal-Learn, or No Longer on Aid on the last day of the month who should be transferred to Stage 2 or 3:

- Total number of children [column (a), cell (33)] = Welfare-to-Work children [column (b), cell (34)] + Cal-Learn children [column (c), cell (35)] + No Longer on Aid children [column (d), cell (36)].

I. Cell (37) = Cells (38 + 39 + 42 + 43 + 44)
Cell (39) = Cells (40 + 41)

Stage 1 Child Care	Total (a)
6. Total number of children who did not receive child care in report month resulting in their parent(s) being exempt from work participation requirements. Do not include children ages 11 and 12 in this total.	37
7. Reason Child Care was not received during report month. Enter the number of children ages 0 to 10 . Enter the number of children in each line item.	
A. No funding available for children ages 0 – 10	38
B. No providers available [B.1) + B.2]]	39
1) For children under 2 years of age	40
2) For children ages 2–10	41
C. No providers offering child care during nontraditional hours	42
D. Transportation not available	43
E. Other	44

The total number of children who did not receive child care in the report month **must be equal to** the sum of the reasons listed under items 7A. through 7E:

- Total number of children [Cell (37)] = No funding available [cell (38)] + No providers available [cell (39) = cells (40 + 41)] + No providers offering child care during nontraditional hours [cell (42)] + Transportation not available [cell (43)] + Other [cell (44)].

J. Cell (45), Cell (46), Cell (47)

Stage 1 Child Care	Total (a)
8. Reason child care was not received during report month for children ages 11 and 12 . Enter the number of children in each line item.	
A. No funding available	45
B. No providers available	46
C. Other	47

The total number of children **ages 11 and 12** who did not receive child care in the report month is reported in one of the available categories: no funding available (cell 45); no providers available (cell 46); or other (cell 47). If a county enters a number in 8C "Other" the county must provide a corresponding explanation of the situation either in the "Comments" section of the CW 115 or on an attachment.